BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE SPACE COMMAND
INSTRUCTION 14-0102

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Intelligence

COMMAND INTELLIGENCE PERSONNEL
TRAINING PROGRAM (CIPTP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 14-1, *Intelligence Applications and Requirements Planning* and provides guidance for implementing the Command Intelligence Personnel Training Program (CIPTP). It establishes training requirements for developing unit specific core competencies (Job Qualification Standard-JQS), reiterates training requirements stated in the Career Field Education and Training Plan (CFETP), and provides guidance for officer training documentation. This publication applies to all Air Force Space Command (AFSPC) officer, enlisted, civilian intelligence personnel, and Individual Mobilization Augmentees (IMAs) with intelligence Air Force Specialty Codes (AFSC), Air Force Reserve Command (AFRC) units assigned to AFSPC, and Air National Guard (ANG) units assigned to AFSPC. This publication applies to the ANG when published in the Air National Guard Index (ANGIND) 2.

1. Training Requirements and Responsibilities. The basis of the CIPTP is robust on-the-job training (OJT) that is tailored and individualized. The actual task or knowledge requirement dictates the best training method; classroom instruction, an informal explanation or demonstration to a group on how to do a specific job or task, formal one-on-one OJT, or completing a self-paced course of instruction. Past OJT programs required each organization to develop and conduct training to satisfy training requirements with no formal method of sharing training capabilities, resources, etc., to lessen the burden on the individual unit. The CIPTP changes that by providing the necessary means to keep the units trained. The organization is responsible for conducting and documenting training using the core competencies established by the CFEPT and in accordance with Air Force Instruction (AFI) 36-2108, *Airman Classification*.

    1.1. Intelligence Personnel Training (IPT). There are three phases of IPT: Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT). IQT is introductory in nature and provides a general overview of the unit, mission, organization equipment, and local environment. MQT is training necessary to be certified on individual tasks. CT is any training necessary to maintain proficiency. The intent is to train and certify everyone, (officer, enlisted, and civilian) assigned to an intelligence function on all applicable Air Force Specialty Code (AFSC)/

Occupational Specialty Code (OSC) core tasks, MAJCOM, organization, and other duty position core competencies as required. AFSPC organizations will develop written guidelines for IPT. At a minimum the procedures will address items trained, proposed schedule for training and evaluation of the program. Base the training and training methodology on: AFSC/OSC core tasks, unit specific core competencies, duty position core competencies as required.

1.2. MAJCOM Responsibilities . HQ AFSPC/DOI establishes command IPT training policy for MAJCOM/DRU, NAF, and unit intelligence personnel and organizations, and implements the policy. HQ AFSPC/DOI is the staff OPR and intelligence training manager for CIPTP policy and guidance and manages IPT for the MAJCOM intelligence staff.

1.3. Numbered Air Force (NAF) Responsibilities. NAFs will ensure training is being accomplished through the use of Staff assistance visits and readiness inspections. NAFs will inspect training programs, checklists and personnel folders to determine that MAJCOM training requirements are being incorporated.

1.4. Direct Reporting Unit (DRU) Responsibilities. The Senior Intelligence Officer (SIO) for the DRU is responsible for overall management of IPT for assigned personnel.

1.5. Operational Support Squadron/Flight (OSS/OSF) Responsibilities. The Intelligence Flight Commander (IFC) or SIO is responsible for the overall management of all phases of IPT for the Wing or Squadron. *Note*: The IFC may appoint an individual to provide day-to-day oversight of IPT.

1.6. Squadron Intelligence Personnel Responsibilities. All intelligence personnel will participate in OSS/OSF managed IPT. Additionally, squadron intelligence personnel will execute the intelligence academic training program per direction of the IFC.

1.7. Workcenter Supervisor Responsibilities . Workcenter supervisors are responsible for identifying 100 percent of the critical peacetime and wartime tasks and knowledge requirements. This will be accomplished by developing a JQS In conjunction with the CFETP that is applicable to unit needs.

1.8. Supervisor Responsibilities. Individual supervisors are responsible for:

    1.8.1. Conducting and documenting all phases of IPT.

    1.8.2. Training all subordinate personnel in accordance with AFI 36-2201, *Developing, Managing and Conducting Training* and this instruction.

    1.8.3. Ensuring the quality of training and instruction to include evaluation of formal training provided by AETC and other commands or agencies.

    1.8.4. Ensuring all subordinate personnel enter into qualification and upgrade training programs as required.

    1.8.5. Documenting all substandard training progress and taking appropriate action.

1.9. Trainee Responsibilities. Individual trainees are responsible to:

    1.9.1. Attain and maintain qualification on AF AFSC/OSC core task requirements.

    1.9.2. Attain and maintain qualification on MAJCOM core competencies.

    1.9.3. Attain and maintain qualification on unit core competencies.

    1.9.4. Attain and maintain qualification on duty position core competencies.

1.9.5. Attain and maintain qualification on other critical tasks as directed.

1.9.6. Specific minimum core competencies for AFSPC intelligence AFSCs are found in the CFEPT which contains specific instructional requirements for satisfying Air Force core competencies. This includes the resources, applicable references, training objectives, task requirements, lesson plans, and evaluation standard.

2. Intelligence Staff Personnel Training. The primary objective is to train, qualify, and certify individuals on: Air Force AFSC/OSC core tasks, MAJCOM core competencies, organizational core competencies, and duty position specific core competencies.

2.1. IPT Requirements. IPT applies to all intelligence personnel holding an intelligence AFSC or occupational series and assigned to HQ AFSPC, DRUs, NAFs, Wings, and Units. It covers 100 percent of each work center's critical wartime and peacetime tasks and activities. Initial evaluation is the first step in assessing newly assigned personnel. Determining the individual's qualifications is the first step to ensuring training is effective, and the individual attains MC status in minimum time. It is the key element to individualizing a training program. Supervisors will conduct the initial evaluation within 30 days of the individual reporting for duty (ANG and AFRC will complete in 90 days). This evaluation will include as a minimum:

2.1.1. Review of the individual's past training and experience.

2.1.2. Validation of previously certified core task and knowledge requirements, if any.

2.1.3. Determination of training requirements, if any.

2.1.4. Develop, conduct and manage all IPT in accordance with AFI 36-2201 and guidelines in this instruction.

2.2. Initial Qualification Training (IQT). IQT provides a valuable, measurable orientation program. IQT begins immediately after completion of the initial evaluation and must be completed within 90 days (ANG and AFRC will complete within 120 days). IQT will include, as a minimum, instruction on:

2.2.1. The AFSPC intelligence mission and organization.

2.2.2. Unit mission and organization.

2.2.3. Safety and security as applicable.

2.2.4. Tour of all organizational workcenters.

2.2.5. Battle staff/contingency support tasking (as applicable).

 NOTE: Personnel will enroll in the appropriate unit newcomers orientation training program(s) and required office automation training within 30 days. This training will be completed within 90 days of reporting.

2.3. Mission Qualification Training (MQT). The purpose of MQT is to train and certify intelligence staff personnel who have satisfactorily completed IQT. Personnel who satisfactorily complete IQT immediately enter MQT. Trainees must satisfactorily complete MQT within 180 days after program entry (ANG and AFRC will complete within 240 days). Normally, assigned intelligence personnel will not perform any core competency task unsupervised unless certified on that specific task.

This does not exempt individuals from filling Command Contingency TDY slots. Additionally, MQT will include, as a minimum:

2.3.1. Organization core competencies.

2.3.2. Other duty position tasks as required, includes requirements for award, and retention of a specific Special Experience Identifier (SEI).

2.3.3. MQT instruction and/or evaluation may include, as appropriate:

2.3.4. Maintaining and coordinating intelligence requirements.

2.3.5. Monitoring the location, activities, and capabilities of possible hostile nations or actual enemies.

2.3.6. Maintaining the intelligence databases and orders of battle while providing threat.

2.3.7. Maintaining Geospatial, Information and Services (GI&S) and providing GI&S support to subordinate/attached/assigned units, as required.

2.3.8. Providing/performing targeting support to operations planning and assessment, as required.

2.3.9. Disseminating acquired intelligence information and databases to assigned/attached/subordinate units in response to validated requests for information.

2.3.10. Developing, maintaining, and reviewing OPLAN/CONPLANs, and intelligence annexes, as applicable.

2.3.11. Developing and maintaining exercise intelligence scenarios.

2.4. Continuation Training (CT). The CT phase ensures individuals remain qualified on all critical peacetime and wartime skills and tasks. Supervisors should base frequency of recertifications on task criticality, skill perishability, frequency, ease, and observability of task performance. Personnel who satisfactorily complete MQT immediately enter the CT phase. Unless otherwise required, conduct and document evaluations in conjunction with semi-annual performance feedback (for the ANG and AFRC, conduct and document evaluations semi-annually). As a minimum, supervisor's will evaluate the individual's competency in:

2.4.1. Organizational core competencies specified as continuation requirements requiring recertification.

2.4.2. Other duty position task requirements, as required, specified as continuation requirements requiring recertification (to include requirements for award and retention of a specific SEI).

2.5. CT Failure. Reevaluate individuals failing CT task or knowledge evaluation within five duty days (30 duty days for ANG and AFRC). Subsequent failure requires reentry in MQT for that specific task or knowledge requirement. If the individual satisfactorily completes MQT on the specific task or knowledge requirement within 15 duty days (60 duty days for ANG and AFRC), reenter the individual in the CT phase. If the individual does not satisfactorily complete subsequent MQT evaluation on the specific task or knowledge requirement, formally decertify, and reenter the individual into MQT for 30 days (90 days for ANG) . Subsequent MQT failure on the same task or knowledge requirement requires notification of SIO, Commander, and HQ AFSPC/DOI, as appropriate. Disposition will be in accordance with AFI 36-2201.

3. Documentation Requirements:

3.1. Training Documentation. All AFSPC intelligence organizations will generate and maintain training documentation for:

3.1.1. Enlisted in the grades Airman Basic through Technical Sergeant.

3.1.2. Officers in the grades Second Lieutenant through Captain.

3.1.3. Civilians in the grades GS-1 through GS-12.

3.1.4. For enlisted members this documentation will include as appropriate: AF Form 623, **On-The-Job Training Record**.

3.1.5. AF Form 623a, **On-The-Job Training Record Continuation Sheet**.

3.1.6. AF Form 797, **Job Qualification Standard Continuation Sheet**.

3.1.7. AF Form 803, **Report of Task Evaluation**.

3.1.8. AF Form 1098, **Special Task Certification and Recurring Training**.

3.1.9. Applicable Career Field Education and Training Plan (CFETP).

3.1.10. For officers and civilians this documentation will include a training folder with appropriate documentation (for example, professional military education (PME), professional continuing education (PCE), formal training).

3.2. Program Evaluation. Organizations will conduct and document annual program evaluation to determine strengths and weaknesses in IQT, MQT, CT and other applicable intelligence training programs. This evaluation will highlight program strengths, teaching methodology, instructor abilities, identify areas requiring improvement, and form the basis for continued improvements. Unit training programs are subject to inspection under Air Force Space Command Checklist (AFSPCCL) 10-21, *Unit Intelligence Support.* The HQ AFSPC training programs are subject to inspection under AFSPCCL 10-22, *Directorate of Operations, Space Intelligence Division (DOI).*

4. Formal Training. Formal training refers to the numerous programs offered through various DoD and civilian training agencies. This includes Air Education and Training Command (AETC), other Air Force commands, other services, Joint, and other specialized training programs. Submit <u>all</u> requests for formal training for intelligence personnel to the AFSPC intelligence training manager, HQ AFSPC/DOI. (This process is not applicable to the ANG). Attendance at formal training is validated based on mission impact and mission requirement, not on an individual's desire to improve promotion chances. The Command SIO will reserve the right to influence selection based on needs of the Air Force and/or for professional career mentoring.

4.1. Formal Training Programs:

4.1.1. Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*. AFCAT 36-2223 provides information on formal training and education programs using the AF Training Management System (TMS). While the AFCAT contains a large number of courses and a great deal of information, it is by no means all inclusive. It identifies each course by title, course number, and provides additional information such as location, course description, and prerequisites. The web address is http://afpubs.hq.af.mil/elec-products/pubpages/36-pubs.stm.

4.1.2. USAF Special Operations School (USAFSOS) Catalog. The USAFSOS Catalog provides information on courses conducted by Air Force Special Operations School. The web address is http://www.hurlburt.af.mil/usafsos/index.html.

4.1.3. Joint Military Intelligence Training Center (JMITC) Catalog of Courses. The JMITC Catalog of Courses contains information on courses offered by JMITC. The emphasis at JMITC is on joint and strategic intelligence programs.

4.2. Forecasting for Formal Training. Each year (normally 1st quarter of the calendar year) HQ AFSPC/DOI solicits unit inputs to validate requirements previously forecasted for the upcoming FY, and to forecast formal training requirements for the next FY. Forecasting is done this far in advance to try to assess and prioritize how the command will utilize the limited amount of training quotas. HQ AFSPC/DOI consolidates the unit requirements and builds the total AFSPC intelligence formal training requirement for funding to HQ AFSPC/DPPT. (This process is not applicable to the ANG).

4.2.1. Level 1 - Mission accomplishment. Accomplishment of Air Force Mission objectives will not occur without training. Unit(s) will fund their requirement(s) if not supported by Air Force funding.

4.2.2. Level 2 - Mission Sustainment. Training required to maintain the Air Force's readiness posture.

4.2.3. Level 3 - Mission Enhancement. Training that fosters the effective use of resources to improve the Air Force's mission capability.

5. Ancillary Training. Organization will provide ancillary training for professional development of intelligence personnel. This program will be developed by each SIO and will include mentoring, staff rides, and orientations in order to professionally develop intelligence personnel. Request assistance from Command Training Manager and Staff as appropriate.

WILLIAM R. LOONEY III,   Maj Gen, USAF
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Attachment 1

GLOSSARY OF TERMS

Terms

Analysis Phase —First phase of ISD in which performance requirements are analyzed and task lists developed.

Certification - —Formal determination of an individuals competency in a specific task.

Command Intelligence Training Standards (CITS) - —Training standards for intelligence personnel assigned to Air Force Space Command.

Core Competency —Established minimum knowledge, skills and abilities requirements for a specific AFSC or critical duty position.

Continuation Training (CT) - —Training necessary to maintain proficiency and remain Mission Capable in a specific duty position.

Critical Positions —Critical duty positions, not necessarily tied to a specific AFSC, having specific definable critical skills.

Design Phase —Second phase of ISD in which a detailed plan of instruction is developed based on training objectives for tasks identified as required in the analysis phase.

Development Phase —Third phase of ISD in which the actual course of instruction is designed, instructional materials developed, and the courseware designed.

Implementation Phase —Final phase of ISD in which course of instruction actually begins.

Initial Evaluation - —A formal, documented evaluation of an individual when he/she first arrives at a new duty location.

Initial Qualification Training (IQT) - —Introductory in nature and provides a general overview of the unit, mission, organization equipment, and local environment.

Instructional System Development (ISD) - —Official Air Force process for developing education and training program for Air Force personnel.

Intelligence Personnel Training - —Training program for all AFSPC personnel (officer, enlisted, and civilian), IMAs, assigned to intelligence functions and activities at unit, component, DRU and MAJCOM level.

Job Qualification Standard (JQS) - —A comprehensive list describing a particular job type or duty position.

Mission Qualification Training (MQT) - —Training necessary to attain Mission Capable (MC) status in the individual's duty position.

Needs Assessment —Determine what skills and knowledge is required to perform a specific task and what training is required.

Task Performance Measurement Standards —Describe the desired behavior and the minimum level of acceptable performance that a person must demonstrate.